

Introduction to the Windows Operating System

Name: _____

Date: _____

What should a computer do? Place a number 1 to the left of the computer task you feel is most important, then 2 in the next important all the way to 26. Place the date you last performed the task in the box to the right.

Priority	Computer Task	When did you last perform the task?
	Act as a typewriter	
	Create product Labels	
	Send emails	
	Create a resume	
	Do research	
	Give you directions to a business	
	Crop a picture	
	Do math	
	Write an employee evaluation	
	Complete a backup of all your data files	
	Create graphical presentations	
	Projections for customer counts	
	Listen to your voice and type	
	Cost recipes	
	Create a Gant chart to track progress	
	Do reports	
	Write and send a professional letter	
	Projections for ordering product	
	See pictures	
	Send files	
	Order material online	
	Make business cards	
	Design a restaurant layout	
	Write and send a professional email	
	Organize data in a database	
	Match colors like a professional artist	